Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT

COURSE: IST 103 Presentation Software 1 Credit

INSTRUCTOR: **Semester/Year:** 2015-2016

COURSE DESCRIPTION: Using PowerPoint, students learn to create and edit electronic slides, organizational charts, templates, and poster presentations. Students learn the qualities of good presentations and techniques for presenting topics to their audiences. Prerequisite: IST 102 or consent of instructor.

TEXTBOOK: Go with Microsoft Office: PowerPoint, Comprehensive. 2013, Gaskin, Ferrett and Martin. Pearson/Prentice Hall.

STUDENT LEARNING OUTCOMES

- **Plan, research, develop, and present effective presentations using PowerPoint**

Total Hours of Coursework: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework. Meaning for this course you should spend a minimum of three hours per week.

Total Hours of Coursework for IST103 is 37.5 hours for 1 credit.

Assignment/assessment	Clock Hours
Reading the chapters and completing the in-chapter tutorials	7 assigned chapters 17.5 hours
Researching, composing and commenting on forums	3 forums 1.5 hours
Quizzes	2 quizzes .5 hour
Creating, modifying and enhancing assigned projects	7 chapters 11 hours
Final project: planning, researching creating and formatting and presenting	6 hours